

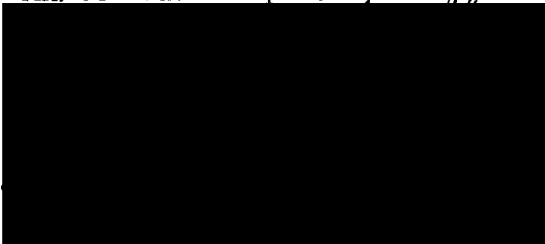
27 March 1968

MEMORANDUM FOR: All Instructors and Training Assistants
SUBJECT : Dissemination of End-of-Course Reports

The routing of Headquarters Training end-of-course reports has been reviewed and revised. Attached are models of the proposed routings of these reports for your information and action. Until further notice, all course reports will be routed as indicated in these models.

Please note that a minimum of two spaces should be allowed between the following addressees: DDP/TRO and CH/OS; and, CH/OS and the Chief Instructor. Also, please note that no information copies are to be sent either to the DTR or the Registrar.

A form for reporting essential data to the Registrar is being prepared by the Plans and Management Staff. These forms, when ready, will be filled out by the training assistant who will extract the necessary information from the end-of-course reports. 11



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